

**Page 3 - REVISED 12-15-2021 (Applications due January 25, 2022 before 5:00 pm PST)**

## 1. PROGRAM GOALS

The City of Ventura Community Partnerships Grant Program (CPGP), first developed in 1998, is intended to financially support 501 (c)(3) social service organizations that provide services to Ventura residents. The program's total award funding is \$140,000 for the 2022-2023 and 2023-2024 fiscal years, which will be awarded on a competitive basis with individual, project-based grants ranging from \$1,000 to \$20,000 for each year of the two-year grant cycle.

## 2. PROJECT EXAMPLES

The target project areas for this grant funding include, but are not limited to:

|  |   |  |
|--|---|--|
| <ul style="list-style-type: none"> <li>• At-Risk Populations</li> <li>• Disability (Developmental or Physical)</li> <li>• Domestic Violence</li> <li>• Environmental Concerns</li> </ul> | <ul style="list-style-type: none"> <li>• Health</li> <li>• Employment Training</li> <li>• Homelessness</li> <li>• Legal Assistance</li> <li>• Neighborhood Cleanup</li> </ul> | <ul style="list-style-type: none"> <li>• Literacy</li> <li>• Mental Health</li> <li>• Seniors</li> <li>• Substance Abuse</li> <li>• Transportation Access</li> </ul> |
|--|---|--|

## 3. PROGRAM INFORMATION

- Grant funding is restricted to project-based grants that support individual projects and initiatives and not general operating expenses.
- Funding may not exceed the benefits provided to City of Ventura residents.
- Funding will be allocated based on community need and impact, the programs, activities, services, and/or initiatives provided, and number of City of Ventura residents served, how closely the organizational mission statement aligns with City priorities, and organizational and fiscal capacity.
- **Applicants are required to make a specific grant request. The request may not exceed 10% of an organization's annual budget.** Organizations whose annual budgets are less than \$10,000 are only eligible to request \$1,000.
- Applications will be reviewed by City staff and a panel of at least three community members knowledgeable in the area of social service non-profit agencies.
- Once grant funding has been recommended and approved by the panel, appeals can be made in writing directly to the Parks and Recreation Department Director within 30-days of the grant approvals. A third party outside the Parks and Recreation Department will arbitrate the appeal, and that decision will be final. No grant contracts will be issued, and no grants will be awarded, until the appeal is finalized.

## 4. TIMELINE

|  |  |
|--|--|
| <b>Monday, January 24, 2022<br/>before 9 am (PST)</b>  | Deadline to request a secure link to the grant portal for uploading your application and digital supplemental materials            |
| <b>Tuesday, January 25, 2022<br/>before 5 pm (PST)</b> | Deadline to submit your application and all supplemental materials, either by mail, in-person, or using your requested secure link |
| <b>February 2022</b>                                   | Grant panel convenes via WebEx   |
| <b>March 2022</b>                                      | Award notifications sent via email   |

## 5. ELIGIBILITY REQUIREMENTS

**Organizations must:**

- Be located in Ventura County and able to demonstrate services provided to City of Ventura residents.
- Provide proof of 501(c)3 status.
- Be in compliance with all City codes, laws, and ordinances.
- **Certify, by means of signature on the application, that they are not delinquent in repaying the City any debt, whether the debt arises from a tax, bill, loan, lease, or other financial obligation. Organizations with a delinquent indebtedness to the City are ineligible to receive funding through this grant.**
- Be in compliance with the Americans with Disabilities Act and operate so as not to discriminate on the basis of race, religion, gender, sexual orientation, age, national origin, or disability.
- Have satisfied the requirements of any previously awarded Community Partnerships Grant from the City of Ventura, including completion of mid-cycle and final reports.
- Maintain ongoing liability insurance with a minimum of \$2 million aggregate, and \$1 million per occurrence general liability coverage.

## 6. RESTRICTIONS & LIMITATIONS

- Organizations that receive line-item budgetary support from the City, independent of the Community Partnerships Grant Program are not eligible to apply.
- Grant funds may not be used to fund organizations or programs whose primary functions include legislative programs intended to influence public opinion, political campaigns of candidates, public relations programs designed to influence public opinion, conduct of religious activities intended to indoctrinate individuals in or to carry out the intent or practice of religious beliefs. If an agency operates under religious auspices, it must clearly distinguish between services of a health and welfare nature and those of a religious nature.
- No grant funds may be used for the payment of any debt, debt interest or deficit reduction; commercial enterprises; any fines and penalties; building or remodeling of facilities, furniture, or fixtures; lobbying any public agency or office; out of state travel; hospitality or food costs; placement of grant funds into trust, endowment, or contingency funds; expenses for projects that have already been completed.

## 7. GENERAL APPLICATION INSTRUCTIONS

- All applications must be typewritten in 11-point font or larger using the fillable pdf application form.
- Applications with staples and/or in a folder or notebook will not be accepted. Paper clips are allowed.
- All materials must be single sided only.
- Cover letters will not be accepted.

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COMMUNITY PARTNERSHIPS  
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GUIDELINES**



## 8. REQUIRED MATERIALS

Applicants must submit **one original** of each of the following:

- ☐ Application with original signature
- ☐ Proposal narrative
- ☐ Project and/or initiative budget with grant funding request (optional template provided)
- ☐ Most recent Form 990 **(Revised Requirement)**
- ☐ Proof of 501(c)3 status
- ☐ List of governing body
- ☐ Copy of City of Ventura Business License
- ☐ **OPTIONAL:** 2-5 minute video introducing your organization to the panel (must upload digitally; see below)

## 9. SUBMISSION OF APPLICATION & OPTIONAL VIDEO

### Application

|  |   |
|--|---|
| <b>Mail to:</b><br>City of Ventura<br>Attn: Steven De Fratus<br>501 Poli Street, Room 226<br>Ventura, CA 93001           | <b>Deliver in-person to:</b><br>Ventura City Hall*<br>Attn: Steven De Fratus<br>501 Poli, Room 226: Parks & Recreation Dept.<br>Ventura, CA 93001<br><br><i>*City Hall is closed: Dec 3, 17, 24-31 &amp; Jan 3 &amp; 14</i> |
| <b>Email to:</b><br>Steven De Fratus: <a href="mailto:sdefratus@cityofventura.ca.gov">sdefratus@cityofventura.ca.gov</a> | <b>Digital file upload:</b><br>(see directions below)   |

### Application & Optional Video

|   |   |
|---|---|
| <b>Hard Copy Format:</b><br>By mail or in-person (see directions above) | <b>Digital Format:</b><br>Upload using secure link to grant portal (see directions below) |
|---|---|

### How to Request a Secure Link for Uploading Digital Files

Email Steven De Fratus: [sdefratus@cityofventura.ca.gov](mailto:sdefratus@cityofventura.ca.gov) and request a secure link to the grant portal. You will receive an email with your secure link and instructions on how to upload your files within 24 business hours.

- Important: the deadline for requesting a secure link is **Monday, January 24, 2022 before 9am (PST)**.
- Additionally, we highly recommend that you request your secure link as early as possible. This will ensure you have enough time to submit your digital files before the deadline.

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**10. FREE WORKSHOP - *OPTIONAL but highly recommended***

**Grant Writing Workshop  
December 7, 2021 from 9 am - 12 pm  
Hosted by the City of Ventura via WebEx**

Join Katie Deutschman for a free grant writing workshop for the Cultural Funding & Community Partnerships Grant Programs. Art and Social Services organizations are encouraged to attend to learn more about the grant application process and how to respond to the narrative questions.

**To register:** email Arts and Culture Section Supervisor Kathryn Dippong Lawson at [kdippong@cityofventura.ca.gov](mailto:kdippong@cityofventura.ca.gov) by Monday, December 6 before 1pm Pacific. Once received, Kathryn will email you the WebEx link to the workshop

**11. CONTACT**

If you have any questions or need additional assistance, please contact:

**Steven De Fratus**  
**Seniors & Community Services Section Supervisor**  
**805-658-4732**  
[sdefratus@cityofventura.ca.gov](mailto:sdefratus@cityofventura.ca.gov)

**2022-2024  
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APPLICATION**



**(Applications due January 25, 2022 before 5:00 pm PST)**

Applicant/organization name: \_\_\_\_\_

Mailing address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Phone number: \_\_\_\_\_ daytime \_\_\_\_\_ evening \_\_\_\_\_

Email address: \_\_\_\_\_

Website address: \_\_\_\_\_

Name of 501(c)3 organization: \_\_\_\_\_

Contact person/Title: \_\_\_\_\_

Phone number (if different from above): \_\_\_\_\_

Email address (if different from above): \_\_\_\_\_

Website address (if different from above): \_\_\_\_\_

Federal Tax ID #: \_\_\_\_\_ DUNS #: \_\_\_\_\_

Year organization was founded: \_\_\_\_\_

Annual budget for last year \_\_\_\_\_ Fiscal Year OR \_\_\_\_\_ Calendar Year

Is your organization currently receiving line-item funding, in-kind support, or a subsidy from the City of Ventura?

\_\_\_\_\_ Yes \_\_\_\_\_ No If yes, please indicate the type and amount of funding or support:

|  |    |
|--|----|
|  | \$ |
|  | \$ |
|  | \$ |

|   |           |
|---|-----------|
| <b>REQUESTED CPGP GRANT FUNDING AMOUNT*</b> | <b>\$</b> |
|---|-----------|

\*Amount requested must be between \$1,000 and \$20,000

## PROPOSAL NARRATIVE

**Applicant:** \_\_\_\_\_

Please address the following evaluation criteria.

**1) Organizational Mission Statement & Alignment – (400 word maximum)**

Please provide your organization's mission statement and any goals for the 2022 calendar year. Additionally, describe how your organization's mission statement aligns with community priorities and the project area you are applying for.

## PROPOSAL NARRATIVE

**Applicant:** \_\_\_\_\_

Please address the following evaluation criteria.

### **2) Social Services Provided – (Maximum 400 words)**

Describe in detail the social service programs, activities, services, and/or initiatives your organization provides to Ventura residents. Additionally, share how your programs, activities, services, and/or initiatives are unique and are not being duplicated by the City of Ventura or other local organizations.

## PROPOSAL NARRATIVE

**Applicant:** \_\_\_\_\_

Please address the following evaluation criteria.

### **3) Community Need and Impact – (Maximum 400 words)**

Describe the impact your programs, activities, services, and/or initiatives have on the community, including the segments of the community you reach, and the specific needs being met. To help quantify your impact, please include detailed City of Ventura resident participation numbers and the number of opportunities provided. Additionally, please describe your organization's efforts to become more inclusive and expand your community impact.



## PROPOSAL NARRATIVE

**Applicant:** \_\_\_\_\_

Please address the following evaluation criteria.

### **4) Organizational & Fiscal Capacity – (Maximum 400 words)**

Describe your administrative and governance structure, including numbers of staff and volunteers. Additionally, please describe the current status and future outlook of your operating budget, including long-term financial viability through earned income and private and/or government support.

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**Applicant:** \_\_\_\_\_

Please attach your detailed project and/or initiative budget for the 2-year grant cycle that includes your specific grant funding request. If interested, you may use the template provided below.

|  |    |
|--|----|
| <b>PROPOSED BUDGET (2-YEAR GRANT CYCLE)</b>  |    |
| <b>PROJECT AND/OR INITIATIVE:</b> _____  |    |
| <b>REVENUES</b>  |    |
| <b>Earned</b> - <i>specify on a separate sheet (example: fees, memberships, etc.)</i>      | \$ |
| <b>Contributed</b> - <i>specify on a separate sheet (example: donations, grants, etc.)</i> | \$ |
| <b>In-kind</b> - <i>specify on a separate sheet</i>  | \$ |
| <b>TOTAL REVENUE</b>   | \$ |
| <b>EXPENSES</b>  |    |
| <b>Personnel</b>   | \$ |
| <b>Administrative</b>  | \$ |
| <b>Other</b> - <i>specify on a separate sheet</i>  | \$ |
| <b>Sub-total</b>   | \$ |
| <b>Production</b>  |    |
| <b>Supplies/Materials</b> - <i>specify on a separate sheet</i>                             | \$ |
| <b>Facility Rental/Expense</b> - <i>specify on a separate sheet</i>                        | \$ |
| <b>Equipment</b> - <i>specify on a separate sheet</i>                                      | \$ |
| <b>Marketing</b> - <i>specify on a separate sheet</i>                                      | \$ |
| <b>Other</b> - <i>specify on a separate sheet</i>  | \$ |
| <b>Sub-total</b>   | \$ |
| <b>TOTAL EXPENSE</b>   | \$ |
| <b>TOTAL CPGP FUNDING REQUEST FOR 2-YEAR GRANT CYCLE*</b>                                  | \$ |

\*Applicants are required to make a specific grant request between \$1,000 - \$20,000. The request may not exceed 10% of an organization's annual budget. Organizations whose annual budgets are less than \$10,000 are only eligible to request \$1,000. Additionally, **grant funding is restricted to project-based grants that support individual projects and initiatives and not general operating expenses.**

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**(Applications due January 25, 2022 before 5:00 pm PST)**

**Applicant:** \_\_\_\_\_

**INDEMNIFICATION**

By submitting a Community Partnerships Grant Program application, Applicant agrees to indemnify, defend (at City's request and with counsel satisfactory to City), and hold City harmless from and against any claim, action, damages, costs (including without limitations, attorney's fees), injuries, or liability, arising out of or relating to any negligent act, negligent omission, or wrongful conduct, or any loss, damage, or injury, including death, that is sustained from any communicable disease (including, but not limited to any form of the coronavirus, or anything emanating from or related to a coronavirus), related in any way to Applicant's performance of services funded by the grant, including the negligent actions, negligent omissions, or wrongful conduct of its vendors and contractors. In the event the City determines that it is necessary to take legal action to enforce any of the provisions of these conditions, and such legal action is taken, the Applicant shall be required to pay any and all costs of such legal action, including reasonable attorney's fees, incurred by the City, even if the matter is not prosecuted to a final judgment or is amicably resolved, unless the City should otherwise agree with Applicant to waive said fees and/or costs or any part thereof. The foregoing shall not apply if the Applicant prevails on every issue in the enforcement proceeding. For purposes of this section "City" includes the City of San Buenaventura's officers, officials, employees, agents, representatives, and certified volunteers.

**APPLICANT ACKNOWLEDGEMENT AND AGREEMENT**

I, \_\_\_\_\_, the authorized representative for this Community Partnerships Grant Program Application ("Applicant"), do hereby acknowledge that I have read the terms and conditions of this application; that the terms and conditions are acceptable, that I have the legal authority to bind Applicant to the terms hereof, and Applicant agrees to abide by, comply with, and accept full and complete responsibility therefore. I also verify that the Applicant meets all eligibility requirements, including not having a delinquent indebtedness to the City, and that all of the information contained in this application is true and correct, to the best of my knowledge.

Authorized Representative Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Print Name & Title: \_\_\_\_\_

**FOR OFFICE USE ONLY:**

|                          |      |           |       |                       |     |    |
|--------------------------|------|-----------|-------|-----------------------|-----|----|
| Application received on: |      |           |       | Processed on:         |     |    |
| Received by:             | MAIL | IN-PERSON | EMAIL | Application complete: | YES | NO |
| Notes:                   |      |           |       |                       |     |    |

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